

Standards for Public Health in Washington State: Revisions Draft 4/5/06

Department of Health/State Board of Health Measures

Standard 10: Human Resource Systems

Human resource systems and services support the public health workforce. (AD STANDARD 2)

| Number | New Number | Measure | Comments |
|--|-------------------------------------|---|---|
| AD 2.1 L/S AD 2.2 L/S AD 2.3 L/S AD 2.5 L/S | 10.1 S (Corresponds to 10.1L) | Workplace policies promoting diversity and cultural competence, describing methods for compensation decisions, and establishing personnel rules and recruitment and retention of qualified and diverse staff are in place and available to staff. | Combines Proposed AD 2.1, AD 2.2, AD 2.3 and AD 2.5 into a single measure. Most sites provided full HR policy manuals. |
| AD 2.4 L/S AD 2.5 L/S AD 2.6 L/S | 10.2 S (Corresponds to 10.2L) | Job descriptions are available to staff, performance evaluations are done and performance improvement plans exist that promote learning and development for individual employees. | Combines Proposed AD2.4, AD2.5, and AD 2.6. Eliminate AD 2.4 requirement for labor contracts as most sites demonstrated performance in 2005 field test. |
| AS 1.5 S CD 3.5 S EH 1.6 S | 10.3 S (Corresponds to 10.3L) | The organization has a written description of how it assures that employees have the appropriate licenses, credentials and experience to meet job qualifications and perform job requirements. Personnel files demonstrate that staff meet position requirements. | Shifts from site visitors checking of skills and experience to a checking that the organization has a process to match qualifications to position requirements. |
| AS 1.5 S AS 3.4 S CD 1.6 S CD 2.4 S CD 4.5 S CD 5.5 S EH 1.6 S EH 2.5 S EH 4.6 S PP 2.4.S PP 4.5 S PP 5.5 S Ad 3.7 L/S AC 4.3 S | 10.4 S (Corresponds to 10.4L) | Each employee has a training plan that is updated annually and includes the technical training needed for competent performance of job requirements as well as topics that include, as appropriate: <ul style="list-style-type: none"> • Assessment and data analysis • Program evaluation to assess program effectiveness • Confidentiality and HIPAA requirements • Communications, including risk, media relations • State and local laws/regulations/policies, including investigation/compliance procedures • Community involvement and capacity building methods • Prevention and health promotion methods and tools • Quality Improvement methods and tools • Customer service • Cultural competency • Information technology tools • Leadership | Combines all training measures except for ERP training which is required of all staff and adds training plan and new content. |

| Number | New Number | Measure | Comments |
|--------------------------|----------------------------------|---|--|
| | | <ul style="list-style-type: none"> Supervision and coaching Job specific technical skills Training is evidenced by documentation of course content and specific staff attendance. | |
| AD 3.6 L/S AD 3.8 L/S | 10.5 S (Corresponds to 10.5L) | There are written policies regarding confidentiality, including HIPAA requirements; all employees have signed confidentiality agreements. | Moves requirements from Information Systems standard to Human Resources and combines Proposed AD 3.6 and AD 3.8 regarding policy and signed employee confidentiality agreements. |
| AD 1.9 L/S | 10.6 S (Corresponds to 10.6L) | Facilities and systems are compliant with ADA requirements. | Moved from Fiscal standard to Human Resources standard. |

Local Health Jurisdiction Measures

Standard 10: Human Resource Systems

Human resource systems and services support the public health workforce. (AD STANDARD 2)

| Number | New Number | Measure | Comments |
|--|----------------------------------|--|---|
| AD 2.1 L/S AD 2.2 L/S AD 2.3 L/S AD 2.5 L/S | 10.1 L (Corresponds to 10.1S) | Workplace policies promoting diversity and cultural competence, describing methods for compensation decisions, and establishing personnel rules and recruitment and retention of qualified and diverse staff are in place and available to staff. | Combines Proposed AD 2.1, AD 2.2, AD 2.3 and AD 2.5 into a single measure. Most sites provided full HR policy manuals. |
| AD 2.4 L/S AD 2.5 L/S AD 2.6 L/S | 10.2 L (Corresponds to 10.2S) | Job descriptions are available to staff, performance evaluations are done and performance improvement plans exist that promote learning and development for individual employees. | Combines Proposed AD 2.4, AD 2.5, and AD 2.6. Eliminate AD 2.4 requirement for labor contracts as most sites demonstrated performance in 2005 field test. |
| AS 1.5 L CD 3.6 L | 10.3 L (Corresponds to 10.3S) | The organization has a written description of how it assures that employees have the appropriate licenses, credentials and experience to meet job qualifications and perform job requirements. Personnel files demonstrate that staff meet position requirements. | Shifts from site visitors checking of skills and experience to a checking that the organization has a process to match qualifications to position requirements. |
| AS 1.5 L AS 3.4 L CD 1.7 L CD 3.6 L CD 4.4 L CD 5.5 L | 10.4 L (Corresponds to 10.4S) | Each employee has a training plan that is updated annually and includes the technical training needed for competent performance of job requirements as well as topics that include, as appropriate: <ul style="list-style-type: none"> Assessment and data analysis Program evaluation to assess program effectiveness Confidentiality and HIPAA requirements | Combines all training measures (except for ERP training which is required of all staff) and adds training plan and new content |

| Number | New Number | Measure | Comments |
|--|----------------------------------|---|--|
| EH 4.5 L PP 2.2 L PP 4.4 L PP 5.4 L AC 4.2 L AD 3.7 L/S | | <ul style="list-style-type: none"> • Communications, including risk, media relations • State and local laws/regulations/policies, including investigation/compliance procedures • Community involvement and capacity building methods • Prevention and health promotion methods and tools • Quality Improvement methods and tools • Customer service • Cultural competency • Information technology tools • Leadership • Supervision and coaching • Job specific technical skills <p>Training is evidenced by documentation of course content and specific staff attendance.</p> | |
| AD 3.6 L/S AD 3.8 L/S | 10.5 L (Corresponds to 10.5S) | There are written policies regarding confidentiality, including HIPAA requirements, and all employees have signed confidentiality agreements. | Moves requirements from Information Systems standard to Human Resources and combines Proposed AD 3.6 and AD 3.8 regarding policy and signed employee confidentiality agreements. |
| AD 1.9 L/S | 10.6 L (Corresponds to 10.6S) | Facilities and systems are compliant with ADA requirements. | Moved from Fiscal standard to Human Resources standard. |